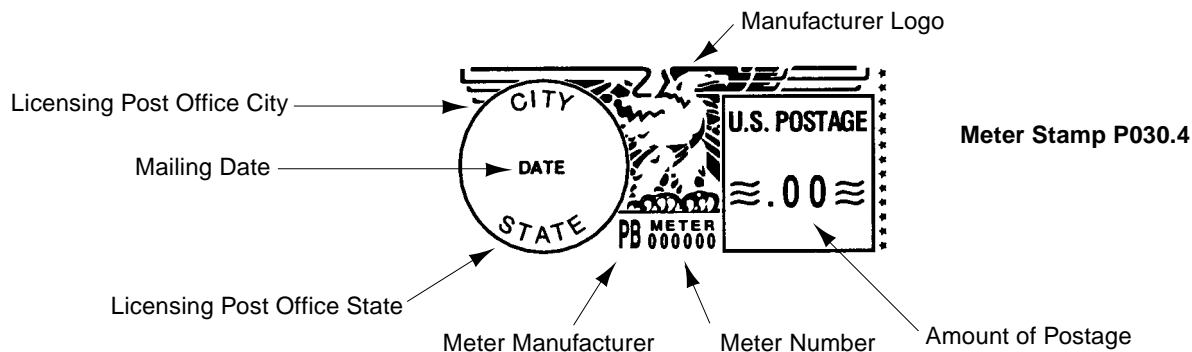


Overview	Postage meters are available only by lease from authorized manufacturers (P030.1). The USPS holds manufacturers responsible for the control, operation, maintenance, and replacement of their meters when necessary. No one other than the manufacturer may possess a postage meter without a valid USPS postage meter license and a rental agreement with the meter manufacturer. A customer may not possess a postage meter before the USPS sets, seals, and checks it into service. Postage may be paid by printing postage meter stamps on any class of mail except Periodicals.
Meter License (P030.2)	A mailer wanting to be licensed to use a postage meter must complete Form 3601-A, <i>Application or Update for a License to Lease and Use Postage Meters</i> , or a manufacturer's equivalent form and submit it to the post office where the mailer intends to deposit metered mail. A single application covers all meters licensed by the same post office, but a separate application must be submitted to each post office where the mailer wants to deposit metered mail. There is no fee for this application and license.
Licensee Responsibilities (P030.2)	<p>After a meter is delivered to a licensee, the meter must be kept in the licensee's custody until returned to the authorized manufacturer or licensing post office. The licensee is prohibited from taking a meter outside the United States, its territories, or its possessions without written permission by the manager of Retail Systems and Equipment, USPS Headquarters.</p> <p>The licensee must immediately notify the licensing post office and manufacturer's representative of any change in the licensee's name, address, telephone number, or the location of meters.</p> <p>The licensee must report misregistering or otherwise defective meters to the manufacturer. In addition, the licensee must immediately report to the licensing postmaster and the manufacturer the loss or theft of any meter or the recovery of any missing meter.</p>
Amount of Postage	The value of meter stamps affixed to each piece in a mailing must be either the exact amount due or another amount permitted by standard. If the exact amount is not affixed to each piece, documentation meeting the basic standards in P012 and those applicable to the rate claimed must be submitted with the mailing unless excepted by P100 and P600. Refunds for overpayment must meet the standards in P014.
Meter Stamps	Meter stamps (printed meter impressions) must be legible and not overlap. Fluorescent ink is mandatory for meter postage on letter-size mail. Meter stamps must be printed or applied in the upper right corner of the envelope, address label, or tag. USPS-approved tape must be used when meter strips are printed on tape (P030.4).
Meter Date	Except for prepaid reply postage, the month, day, and year must be shown in the meter postmark on all First-Class Mail, and on all registered, certified, insured, COD, special delivery, and special handling mail, whether the postmark is printed on the mailpiece or on a separate tape. The date (day, month, or year) may be shown on meter postmarks printed on a Standard Mail (A) or (B) mailpiece (P030.4). The month and year must be shown on meter postmarks printed on a separate tape for Standard Mail (A) and (B) pieces (P030.4).
Mail Preparation (P030.5)	The mailer must package five or more letter-size pieces with the addresses facing in one direction unless other standards apply because of the postage rate claimed.
Deposit (P030.5)	<p>Deposit: generally, metered mail must be deposited at locations designated by the postmaster of the licensing post office (i.e., the post office shown in the meter stamp). Exceptions include:</p> <ul style="list-style-type: none"> ■ Fully paid, single-piece First-Class Mail, Standard Mail (A), Express Mail, or Priority Mail (up to 5 pounds) may be deposited in any street collection box served by the licensing post office. ■ Express Mail may be mailed at an Express Mail acceptance facility under the jurisdiction of another post office if acceptance facilities are not available locally. ■ Drop shipment of metered mail, covered in D072, may be used. <p>This guide is an overview only. For the specific DMM standards applicable to this category of mail, consult the DMM sections referenced above and the general sections within each DMM module.</p>

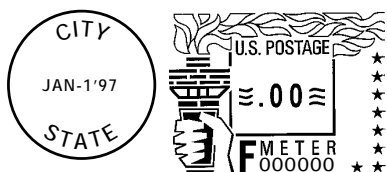
Meter Stamp Designs



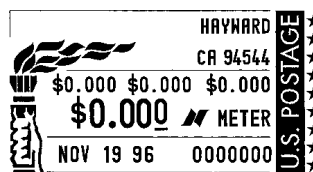
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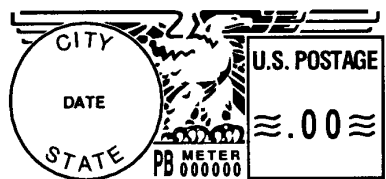
Neopost



Neopost

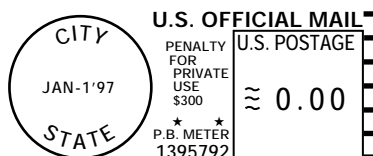


Pitney Bowes

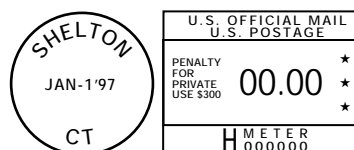


Pitney Bowes

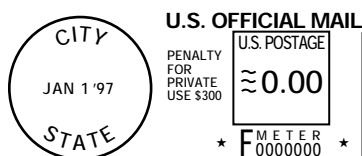
Official Mail Only



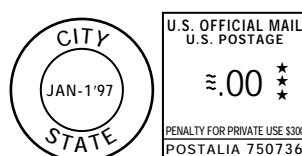
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